

**UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY**

Policy No.: FS020	Approved by: Mark Cavanaugh
Title: Fire Drill Policy	Date: 5/4/2021
Revision No.: 4	Page 1 of 2
Prepared by: Patty Bardeen	

I. PURPOSE

This policy outlines the requirements for conducting a fire drill for areas within the University of Rochester.

- **Patient care areas at Strong Memorial Hospital, Behavioral Health, Wilmot Cancer Center, Golisano Children’s Hospital at Strong and other patient care areas in the Medical School:**
 - Hospital fire drills shall be conducted at one per shift per quarter or one per quarter as required.
 - At least 50% of the drills will be unannounced per Joint Commission requirements. All independent licensed practitioners and personnel not involved in patient care in the building with an activated fire alarm participate in the drill.
 - Perform fire drills at different times (at least 1-hour difference) between all drills for the year on each shift so staff does not become familiar with the time of day.

- **URMC Surgical Centers located at 180 Sawgrass Drive and Strong West:**
 - Drills shall be conducted once per quarter as required.
 - At least 50% of the drills will be unannounced per Joint Commission requirements. All personnel not involved in patient care in the building with an activated fire alarm participate in the drill.
 - Perform fire drills at different times (at least 1-hour difference) between all drills for the year on each shift so staff does not become familiar with the time of day.

- **Off-site business occupancy locations perform their required annual fire drill and disaster drill reports as required by the Joint Commission Environment of Care (EC) standards:**
 - Off-Site Managers will perform the drills as required during the calendar year
 - If the site wishes to have the Fire Safety Specialist come out for the drill, they can contact the Fire Safety Specialist (275-3241) to schedule an appointment.
 - Each site has one (1) calendar year to complete both drills and not at the same time.
 - Perform fire drill and disaster drill at different times on each shift so staff does not become familiar with the time of day.

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- **Residence Halls and Academic/Support Buildings:**
 - Four times per year in residence halls and two or three times per year in academic buildings in accordance with the New York State Education Law, Section 807. Of the four drills in the residence halls, one drill shall be after sunset and before sunrise. In buildings where summer sessions are conducted, one of the required three drills shall be held during the first week of such summer sessions.
 - Perform fire drills at different times so staff does not become familiar with the time of day.

- **For all other buildings:**
 - It is the University's practice to perform one drill per year.
 - Perform fire drills at different times so staff does not become familiar with the time of day.

As a minimum, fire drills must be held no less frequently than required by law or other entity having jurisdiction.

II. REVISION HISTORY

Date	Revision No.	Description
6/18/2012	1	Added details about performing fire drills on each shift
6/29/2015	2	Triennial review
5/1/2018	3	Triennial review
5/4/2021	4	Triennial review